United Nations ST/IC/2002/44

Secretariat

22 July 2002

# Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **Language proficiency examinations, January and May 2003**

1. The purpose of the present circular is to advise staff members of the registration dates and schedules for the two sessions of the United Nations language proficiency examinations to be held in 2003 in the six official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish) in order to confirm the written and spoken knowledge of the languages and to qualify for language-related incentives.

2. The 2003 language proficiency examinations and their respective registration dates are as follows:

| | |
|---|---|
| First session | Tuesday and Wednesday, 28 and 29 January 2003 |
| Registration, first session | Thursday, 16 January to Friday, 24 January 2003 |
| Second session | Tuesday and Wednesday, 20 and 21 May 2003 |
| Registration, second session | Thursday, 8 May to Friday, 16 May 2003 |

Those who wish to take the examination in January or May 2003 may register with the Learning Service in room S-606 (ext. 3-7056) between 1 and 3 p.m. on the above registration dates. The language proficiency examination form should be filled out for each language examination requested at the time of registration.

3. The language proficiency examinations consist of a written and an oral part. The schedules for the January and May 2003 written examinations are as follows:

* Expiration date of the present information circular: 31 December 2003.

02-49328 (E) 250702

*0249328*

**(a) First session**

**Tuesday, 28 January 2003**

Chinese ..... 9 a.m. to 12.30 p.m.

Russian ..... 9 a.m. to 12.30 p.m.

English ..... 2 p.m. to 5.30 p.m.

**Wednesday, 29 January 2003**

Arabic ..... 9 a.m. to 12.30 p.m.

Spanish ..... 9 a.m. to 12.30 p.m.

French ..... 2 p.m. to 5.30 p.m.

**(b) Second session**

**Tuesday, 20 May 2003**

Chinese ..... 9 a.m. to 12.30 p.m.

Russian ..... 9 a.m. to 12.30 p.m.

English ..... 2 p.m. to 5.30 p.m.

**Wednesday, 21 May 2003**

Arabic ..... 9 a.m. to 12.30 p.m.

Spanish ..... 9 a.m. to 12.30 p.m.

French ..... 2 p.m. to 5.30 p.m.

Candidates are advised to arrive 15 minutes before the start of the examination to allow for check-in procedures.

4. The number of the conference room where each written examination will be held will be posted on the bulletin boards in the Secretariat Building and in the DC1, DC2 and DC3 buildings. Candidates should check the bulletin boards, as individual notices are not sent for the written examinations.

5. The oral examination will consist of individual 15-minute interviews. Candidates will be given interview appointments at the time of their registration.

6. Copies of sample examinations can be obtained in room S-606.

7. Candidates will receive written notification of their examination results for the first session by the end of April 2003 and for the second session by the end of July 2003. No results will be available prior to official notice.

8. Staff members are requested to consult administrative instruction ST/AI/1999/2 of 13 May 1999 on language proficiency and language incentives for the general principles and the conditions governing language proficiency examinations, including eligibility and requirements for passing the examination.